Establish County UCCE Office Process
County director should determine appropriate processes and involvement of 4-H YDP and support staff and roles for each.

Identify all 4-H Unit and VMO Accounts (checking and savings)
- Account numbers
- Bank and location
- Authorized signers on the account(s)
- Local 4-H unit or VMO treasurer

Receive Monthly Statements from the Bank
Log in the statements using the Monthly 4-H Bank Statement Verification Form.
Contact the bank if a monthly statement is not received.

Copy and Forward Bank Statements
Immediately photocopy for office reference and send the original statement to the 4-H unit or VMO treasurer.

Review Bank Statements
Review the 4-H Council and Club Monthly Bank Statements Checklist for review tips.
Complete the Monthly 4-H Bank Statement Verification Form. Date and initial the form before filing.
Report any discrepancies or "red flags" to the county director.

CD Approval
The county director should review and sign the form before filing.
Follow the policy process if any discrepancies are identified.

File Maintenance
The bank statements and the verification form should be maintained in secure storage.
Records should be maintained for 5 years.

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